

THE TULALIP TRIBES
TGO/QCC/BINGO
Job Description

JOB TITLE: Hiring Representative

POSITION NUMBER: TGO 439-08

Sections in the box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- ☐ High School Diploma or GED required.* (**Copy of documentation must be submitted with application**)

SKILLS:

- ☐ Must type proficient and accurately minimum 30 wpm without errors. (**Test required**).
- ☐ Familiarity with modern office machines.
- ☐ Must adhere to strict confidentiality requirement of records and information.
- ☐ Must be able to compose routine business correspondence, i.e., letters, memorandums, reports, etc. (**Test required**)
- ☐ Must demonstrate excellent communication skills, both verbal and written.
- ☐ High degree of organizational skills and methodical in conducting work, i.e., prioritizing, multitasking, planning, and coordinating.
- ☐ Solid interpersonal skills using tact, patience, and courtesy.
- ☐ Must have knowledge of basic math principals. (**Test required**)
- ☐ Must be able to handle stressful situations.

EXPERIENCE:

- ☐ Minimum of one (1) year experience working with confidential records
- ☐ Minimum of one (1) year experience working with Microsoft Word and Excel.
- ☐ Minimum of one (1) year experience in an administrative office environment.
- ☐ Minimum of one (1) year experience personally creating memorandums, letters, and other business related documents.
- ☐ Minimum of one (1) year experience working in Human Resources or related department performing hiring functions.

OTHER REQUIREMENTS:

- ☐ Must have knowledge of State, Federal, Tribal & Indian laws in regard to employment.
- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work both Casino sites, the "New" Tulalip Casino and the Quil Ceda Creek Casino.
- ☐ Must be able to obtain a Class II certification, and be licensed, with the Tulalip Tribal Gaming Agency.
- ☐ Must be available to work any shift assigned to include days, swing, grave, weekends, and/or holidays.
- ☐ Must have a successful employment history with Tulalip Tribes and other entities.

Physical Characteristics and/or Prerequisites:

- ☐ Tolerance to work in smoke filled environment.
- ☐ Ability to climb stairs on an occasional basis.
- ☐ Ability to sit extended periods of time, up to eight hours per day.
- ☐ Tolerance to be exposed to computer screens, for up to eight hours per day.
- ☐ Manual and finger dexterity to operate personal computer, and to accomplish routine paperwork.
- ☐ Tolerance and ability to cope with stressful and fast paced environment.
- ☐ Ability to stoop and bend for routine filing duties.

Tribal Department: Human Resources

Employee Classification: Non-exempt

Job Summary: Facilitates the hiring process from beginning to end. Ensures the hiring process is conducted fair and consistent in accordance with current Policies and Procedures and applicable laws. Provides information and assistance to TGO staff, applicants, and the general public concerning employment opportunities and related functions, standards, policies and procedures.

Employee Reports To: Human Resource Manager or designee

Extent of Job Authority: To facilitate the hiring process in accordance with Policies and Procedures. Attend and monitor recruiting efforts.

Specific Duties Performed:

1. Organizes and maintains files for incoming applications for employment.
2. Administer help to applicants while filling out applications.
3. Screen applications ensuring that applicants meet job qualifications.
4. Communicates with selection committee for scheduling interview dates, evaluating applications, and discussing interview questions.
5. Facilitates interview process.
6. Extend offers of employment to applicants.
7. Walk applicants through the certification process.
8. Negotiate fees and salaries between the applicant and management when necessary.
9. Advises applicants of the status of their applications through verbal or written communications.
10. Administers pre-employment skills testing.
11. Administers reference checks.
12. Documents the hiring process for future reference.
13. Ensures a fair hiring process by consistently applying Human Resources policies and procedures.
14. Obtains appropriate authorization for hiring new employees.
15. Administers pre-employment drug screening.
16. Responsible for writing job descriptions with help of the manager, inter-net and other resources.
17. Receives authorization for hire.
18. Prepares job announcements or flyers as needed.
19. Prepares advertisements both print and internet media concerning open positions.
20. Responds to numerous telephone and written inquires about applications on file.
21. Develop and maintain contacts with educational institutes, employment agencies, job fairs, trade shows, educational institutes, employment agencies, job fairs, trade shows, and other sources for applicants.
22. Attends and distributes knowledgeable information regarding open positions at job fairs, trade shows, educational institutions, etc.
23. Collects data regarding salary surveys in the local/regional market.
24. Maintains an open line of communication with Human Resources Department and Management.
25. Special projects as assigned by the Assistant Human Resource Director.
26. Perform fingerprinting and notarization when needed.
27. Attends training as required.
28. Liaison between employment office and Tribal Gaming Agency.
29. Perform other job-related duties as necessary.

Terms of Employment: This is a Regular Full-time position requiring 40 hours per week or 2080 hours per year.

Pay Range: \$18.76 per hour

Opening Date: September 10, 2008

Closing Date: September 22, 2008 @ 4:00 pm

Please return your completed application to the Tulalip Resort Casino receptionist by the closing date and time.

*** Required documents must be submitted prior to interviewing***